

NOTICE OF POSTING
POSTING DATE: 11/13/06
CLOSING DATE: 12/19/06

POSITION & DEPARTMENT: Executive Director
Cambridge Retirement System

JOB CODE/POSITION#: X058-701

CIVIL SERVICE: Not subject to Civil Service rules and regulations

HOURS OF WORK: 37.5 hour workweek may include some evenings and weekends

UNION AFFILIATION: None

DUTIES AND RESPONSIBILITIES:

Reporting directly to a five person Retirement Board, directs the day-to-day operations of the Cambridge Retirement System. Specific duties include but are but are not limited to:

- Oversee the daily business of the retirement office, including the administration of MGL Chapter 32, Public Employee Retirement Administration Commission (PERAC) rules and regulations, and Cambridge Retirement Board policies relating to members of the Cambridge Retirement System.
- Develop and manage annual budget of \$30 million, with fiduciary responsibility for assets of approximately \$650 million. Ensure required fiscal reports and actuarial valuations are completed in a timely and accurate manner.
- Liaison with investment manager, custodial bank and investment consultant.
- Report information to federal, state and local regulatory agencies, including PERAC and the Internal Revenue Service.
- Recruit, train, and supervise Retirement office staff
- Supervise the preparation and processing of retiree allowance payrolls and annual tax documents
- Ensure that disability and superannuation applications are filed in compliance with the General Laws
- Advise members and retirees of rights and benefits available through the Cambridge Retirement System
- Calculate retirement allowances including: superannuation, ordinary disability, accidental disability, termination allowance, survivor benefit and death benefits, as well as refunds, buyback and creditable service make up payments
- Attend all Board meetings; act as administrative support to the Board.
- Oversee purchase and maintenance of office equipment and supplies, including computer hardware and software.
- Conduct individual and group consultation and information sessions
- Design and deliver educational workshops and seminars relating to retirement issues
- Participate in continuing education programs and conferences, which may necessitate travel
- Maintain collaborative working relationships with City of Cambridge departments and agencies whose employees are members of the Cambridge Retirement System.
- Perform related work as required

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

MINIMUM REQUIREMENTS:

Strong working knowledge of Massachusetts Retirement systems, MGL Chapter 32 and PERAC regulations. Proven ability to supervising staff and managing projects, preferably in retirement

system/public sector setting. Excellent written/verbal communication and interpersonal skills. Demonstrated financial management and accounting skills, including experience in preparing and monitoring budgets. Computer literacy, including use of Microsoft Word, and Excel. Familiarity with TACS/Tyler computer software highly desirable. Bachelor's degree or equivalent combination of training and experience.

PHYSICAL DEMANDS: Ability to access, input, and retrieve information from a computer. Answer telephones and maintain multiple files.

WORK ENVIRONMENT: General office environment with air conditioning and fluorescent lighting. Requires attendance at off site meetings.

RATE: \$81,195 - \$97,134 annually

APPLICATION PROCEDURE: Please submit **2 copies** of **both** your resume and letter of interest by **5:00 pm** on the closing date to: Brad Tenney, Chair, Cambridge Retirement Board, 255 Bent Street 3RD Floor, Cambridge MA 02141. FAX 617-868-3477.

THE CAMBRIDGE RETIREMENT BOARD IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.